

Reflection Paper (Example Format)

A reflection essay is a personal experience and a lesson or realization

Essay Topic - **Reflection on Advancement to SPC, CPL, or SGT**

SGT Doe (No first name)

BLC

Class # 006-18

Heading is left-aligned, 1.5 spaced
Font is Times New Roman, 12 Pitch
Margins are 1" on all sides

Introduction (One paragraph)

Body (1 – 1 ½ pages)

Essay is left-aligned, 2.0 spaced
Font is Times New Roman, 12 Pitch
Margins are 1" on all sides

Conclusion/Summary (One paragraph)

Ensure that you proofread your material. Spell check, while helpful, does not constitute proofreading. Review your writing for logical sequence, organization and smooth flow of ideas, and relevance to the topic.

The emphasis is on content more than grammar or spelling; however, consistently poor grammar and spelling will distract from the content.

Papers will not exceed two (2) pages in length. Line spacing may be adjusted to 1.5 if necessary to include pertinent information for the reader.